

Charter - CAUL AI in Academic Libraries Community of Practice, v0.7

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1. Purpose

Create the sector's "missing middle" for AI in academic libraries.

- We provide AI-related business intelligence and advisory information for academic libraries: we surface sector intelligence, identify impacts, keep a shared view of who is working on what, and connect people and projects across our member institutions.
- We share information, exchange ideas, provide peer support, and promote community-led training and professional development pathways where AI intersects with library practice.
- We build capability in two lanes: library staff (curation and creation of professional learning pathways or resources) and our client communities (curation and creation of open resources libraries can re-use in client-facing capability work).
- We respond to industry AI-related problems by enabling adoptable or shared approaches (strategic alignment, reusable resources, service frames, or connecting cross-institutional AI work).

We achieve our purpose through four streams of needed work in the AI context:

1. Strategic Intelligence & Advisory Information: Maintain sector scans and comparative insights, map who's doing what, convene connections, and advise in relation to AI and academic libraries intersections.
2. Capability & Practice: Build staff capability where AI intersects library workflows, publishing exemplars and workflow-embedded learning that can be adopted across institutions.
3. Shared Resources & Service Framings: Curate and produce adoptable artefacts (guides, checklists, prompt sets) and concise "offer / not in scope" service frames for reuse.
4. Vendor, Licensing & Governance: Share common due-diligence questions, model clauses, and governance approaches that embed privacy, provenance, rights, and data sovereignty.

2. Operating model

We will achieve our purpose through a sector-wide Community of Practice (CoP) and a small Working Group. The CoP consists of nominated representatives from across the CAUL network. The Working Group is the active delivery team that sustains the CoP, with group members leading work streams.

3. Our principles

Our work is principles-led:

1. **Human-centred:** We use human-centred design and UX practices—discovery, co-design, usability and inclusive accessibility (EAL, neurodivergence, disability)—that are grounded in real library contexts.
2. **Equitable & inclusive:** We embed equity and social inclusion into how we work and what we deliver by actively identifying and mitigating bias and reducing financial, technical, and skills barriers.
3. **Values data stewardship:** We apply [FAIR](#) and [CARE](#) principles with clear provenance, privacy and consent, copyright and licensing clarity, and respect for Indigenous and community data sovereignty.
4. **Purposeful & evidence-led:** As information professionals, we work from an informed position, draw on evidence and shared sector intelligence, and document measurable decisions and outcomes.
5. **Experiential & growth-oriented:** We approach our work with an exploratory and growth mindset. We embrace challenges, reflective practice, and continuously improve as a community and as individuals. We learn from both success and failure, avoiding false binaries.
6. **Sustainable:** We choose approaches we can sustain environmentally, financially, and operationally across their lifecycle.
7. **Diverse & collegial:** We celebrate the diversity of perspectives and expertise in our community and work together respectfully and collegially to connect people and projects and reduce duplication.

4. Our objectives

North star: Stand up and steward CAUL AI in Academic Libraries Community of Practice—a trusted sector space that:

1. Shares Library-AI information and practices: surface sector signals, exchange ideas, socialise peer experiences, synthesise business intelligence, identify impacts, and maps connections in relation to AI.
2. Curates and creates open AI enablement resources for our profession and for the communities we serve.

These objectives, in combination with an expert community (CoP + Working Group) will support Australasian academic libraries as they navigate AI's impacts on services and practice.

Cascading objectives:

- Reduce duplication across CAUL: curate or create open AI-focused artefacts for reuse across institutions.
- Lift library staff capability: build capability where AI intersects library practice (not AI in general).

- Surface cross-institution impacts and connections: enable joint pilots, co-authored artefacts, and reuse of approaches.
- Normalise responsible AI library practice: embed privacy, provenance, sustainability, ethical and social-inclusion framings.
- Clarify service boundaries: provide clear “what we offer / not in scope” positions for AI-related services.

5. Scope

The purpose of the CAUL AI in Academic Libraries Community of Practice is to focus on four streams of needed work in AI context: Capability & Practice; Vendor, Licensing & Governance; Shared Resources & Service Framings; and Strategic Intelligence & Advisory Information (detailed below).

In scope

- Establish and maintain the CoP
- Small, adoptable resources that cut duplication across institutions.
- Curated or created capability uplift resources/programs in priority practice areas.
- Shared due diligence questions and model licence/governance language for AI features and data use.
- Service framings that set expectations; sector intelligence that links out rather than duplicates.

Out of scope

- Implementations: institution-specific rollouts, configurations, or end-user training delivery.
- Vendor dealings: individual negotiations, procurement decisions, or product endorsements/rankings.
- Policy ownership: writing or enforcing university policy
- Generic training: “AI 101” not tied to library workflows or practice.
- Duplication: rebuilding what already exists or work that is better placed with other bodies in our profession.

6. Term

A 12-month trial from approval date. Review at 10 months. Renewal subject to CAUL decision.

7. Membership

Community of Practice

- Membership is open to identified representatives from CAUL member institutions.
- Expectations: attend monthly meetings; contribute actively to one or more streams of work; report back to their individual institutions; uphold principles of CoP.
- Responsibilities are outlined below.

Working Group

- The Community of Practice will be guided by a Working Group composed of volunteer members from academic libraries in Aotearoa New Zealand and Australia.
- Roles include Co-Convenors, Working Group Members, and Secretariat.
- Decisions will be made collaboratively, with transparency and consensus.
- Support Working Group and CAUL member institutions to identify potential CoP members that match to identified skills, expertise and leadership levels.
- Expected Working Group member workload: 6-8 hours per month.
- Working group members:
 - Kat Cain, Deakin University
 - Lyndelle Gunton, Queensland University of Technology
 - Erin Montagu, Murdoch University
 - Tracey Sim, University of Otago
 - Krista Yuen, University of Waikato
 - Mervyn Lim, Monash University
 - Fiona Jones, University of Newcastle
 - Brendan Robinson, Adelaide University
 - Loretta Atkinson, University of Queensland

Community of Practice members

- Participate actively in the CoP.
- Inform the Community of Practice on matters relevant to the business of the community.
- Draft and test artefacts, and case-note adoption.
- Participate in the annual evaluation of the community.
- Commit to respectful and inclusive dialogue, prioritising accessibility and diverse perspectives.
- Members will have a range of skills, expertise, and leadership level and will contribute to areas that align.
- Expected CoP member workload: 2-4 hours per month

Sponsor

- Provide a direct line of communication to the CAUL Board via the CAUL Lead, Governance & Operations
- Support the Co-Convenors when possible in resolving any issues that may arise.
- Present project briefs to the CAUL Board for consideration.
- Present an annual Community of Practice brief written report to the CAUL Board at the end of the trial period prepared by the Co-Convenors.

8. Reporting

- The Co-Convenors are responsible for reporting on the activities of the CoP through the following mechanisms:
 - Provide a quarterly 1-page report with links to artefacts and adoption notes to the Sponsor.

9. Timeline & Key Dates

- Charter submitted to CAUL: 03 November 2025.
- CAUL Board meeting: 12 November 2025.
- CoP launch: February 2026
- Trial review & recommendation: November 2026.

10. Timeline Record Keeping

- Co-Convenors are responsible for arranging a record of discussion from each meeting:
- Meeting records will be made accessible to members of the Network.
- In the interests of promoting robust and frank discussions, question portions of the meeting and informal discussions will not be recorded.

11. Engagement Principles

General

The following engagement principles apply to all CAUL Communities of Practice.

The Community of Practice provides an inclusive, welcoming and safe space for members to engage in critical discussion, information sharing, professional learning, and problem solving. Members agree to enact the following norms as they engage in the Community of Practice:

- Members must use their institutional email address to subscribe to the email list.
- Members engage respectfully using appropriate language.
- Members are free to share openly, debate ideas, and challenge perspectives. However, critique is focused on ideas, not individuals, and personal attacks are not acceptable.
- Members engage constructively in group discussions, listening and responding with an open mind.
- Members recognise the value of diverse voices during discussion and encourage each other to participate.
- Members speak from their own experience and represent their own perspectives. They do not presume to speak for the group.
- Members agree to a transparent membership.
- Members agree to include a signature on all emails sent to the list that includes their name and institutional affiliation.
- Members agree to their email address being published on a list of subscribers visible to list members via the email list system.
- Members do not post commercial messages on the email list. Rather, they contact individuals directly with product and service information if they believe it would help them.

Additional Principles

The AI in Australasian Academic Libraries Community of Practice members agree to enact the following norms:

- Members agree to maintain confidentiality of discussions in meetings, unless permission is explicitly given to share more broadly than the members in

attendance.

- Members do not forward or share information posted on the email list unless explicit consent has been given by the sender to do so.
 - Members use caution when discussing products or services, in recognition that emails are easily forwarded or reproduced and are subject to defamation laws.
 - Members are mindful of the risks of using alarmist or disparaging language when discussing third parties on the email list.
 - Members consider the commercial-in-confidence nature of agreements when discussing agreements in CoP spaces.
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